

## Twitter Thread by Rob Lennon ■



**Rob Lennon** ■

[@thatroblennon](#)



**Google Docs is used by 1.8+ billion people worldwide.**

**The recent updates are perfection.**

**11 g-docs features so good, you'll kick yourself if you didn't know:**

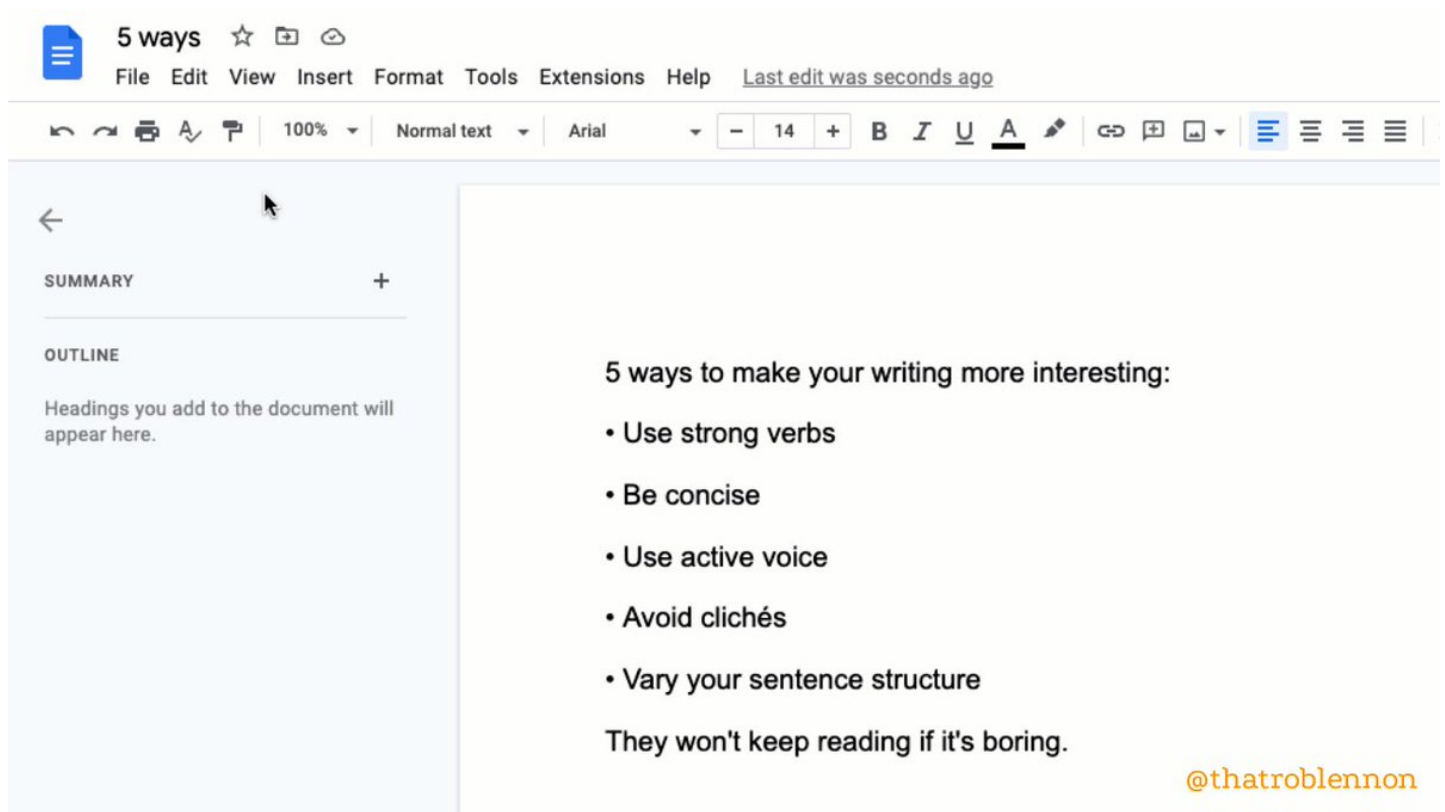
### ■ Pageless

Most people don't print anymore.

Get rid of your page breaks entirely.

So much cleaner-looking.

1. File >
2. Click 'Page Setup'
3. Toggle 'Pageless'



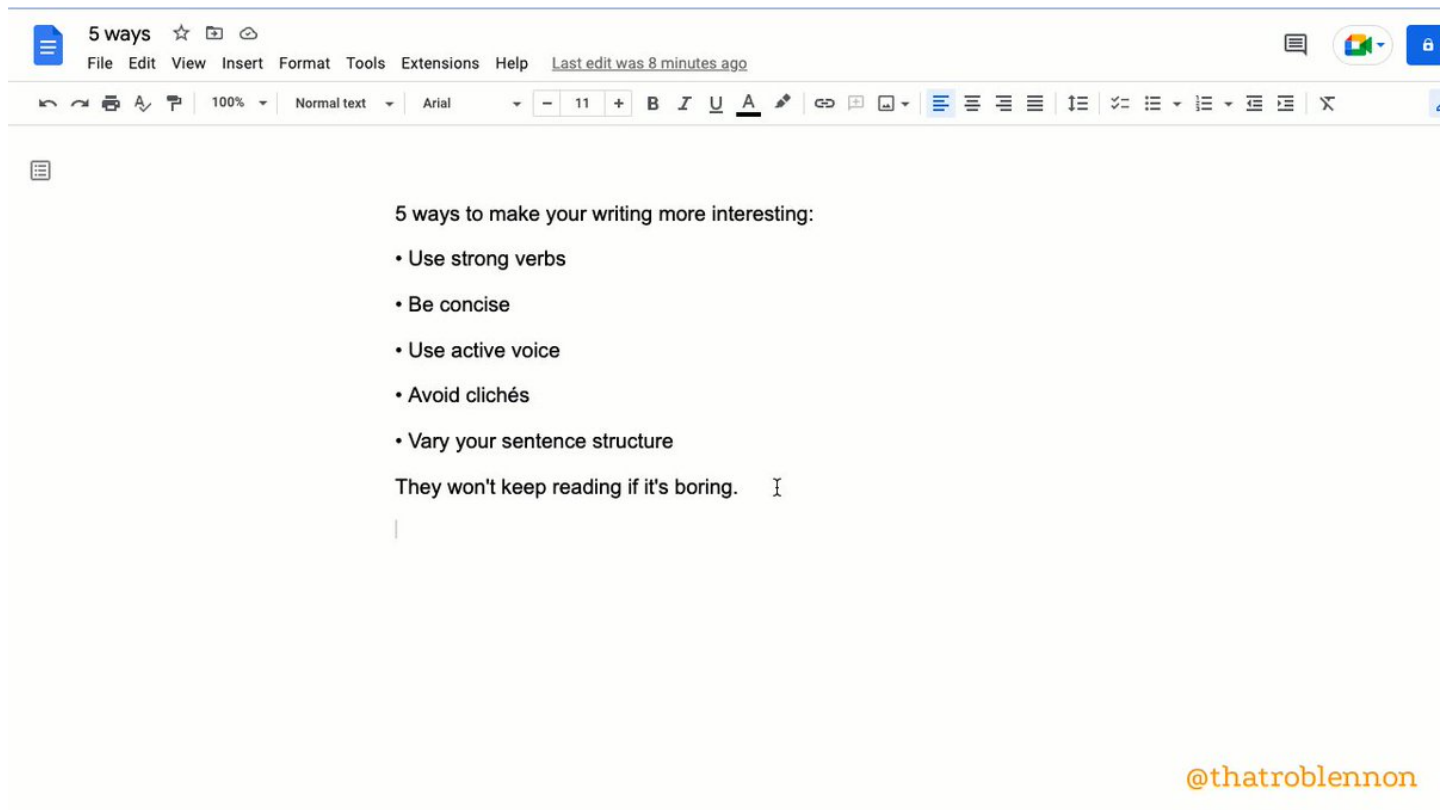
## ■ Emoji Reaction

Instead of commenting, you can now react.

1. Select part of your doc to react to
2. Insert >
3. 'Emoji Reaction'

Some good shorthand:

- >■ Cut this
- Confusing
- Love this

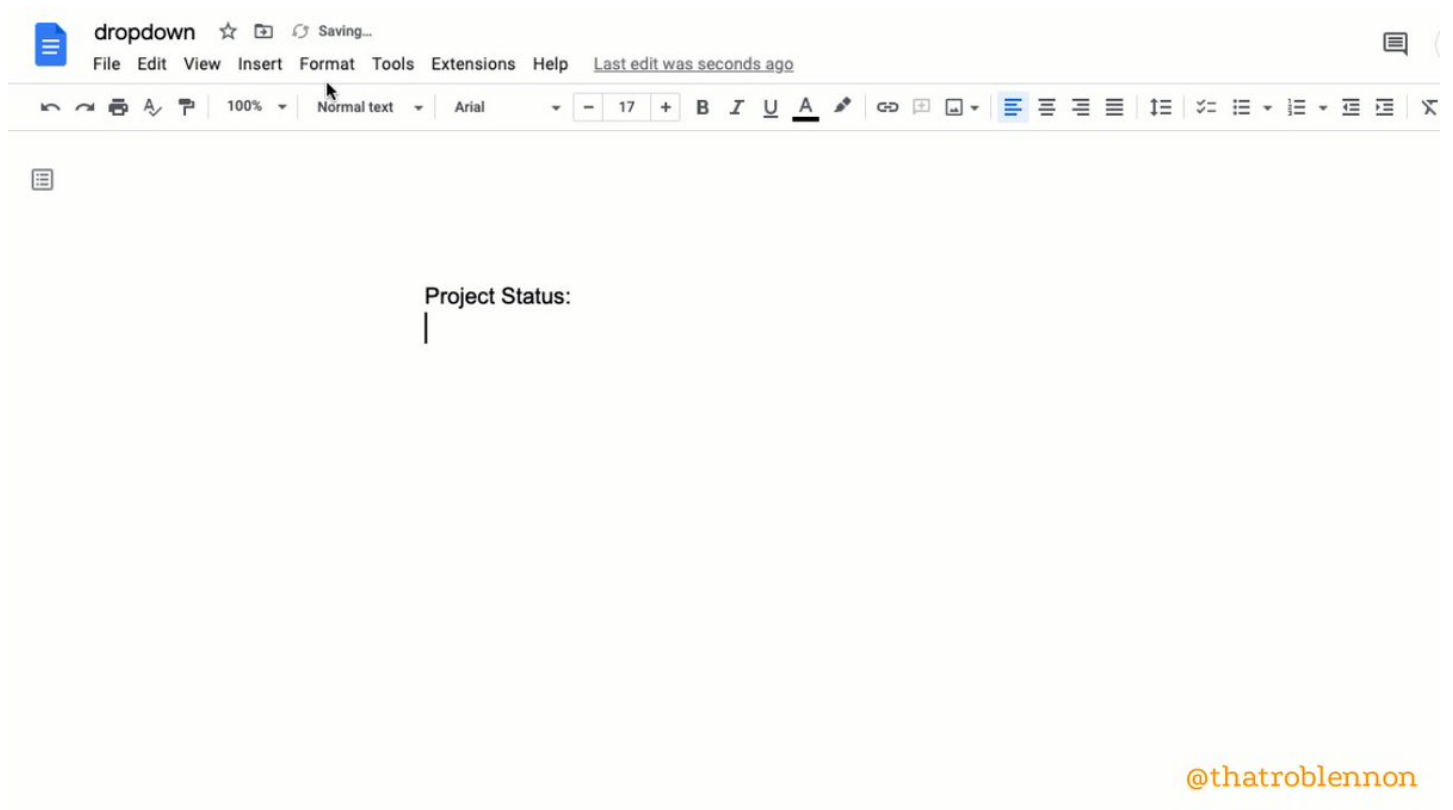


## ■ Dropdown

Add a Notion-like dropdown toggle you can put anywhere.

Extra cool because it accepts font styling.

1. Insert >
2. 'Dropdown'
3. Choose a preset or click 'New dropdown'

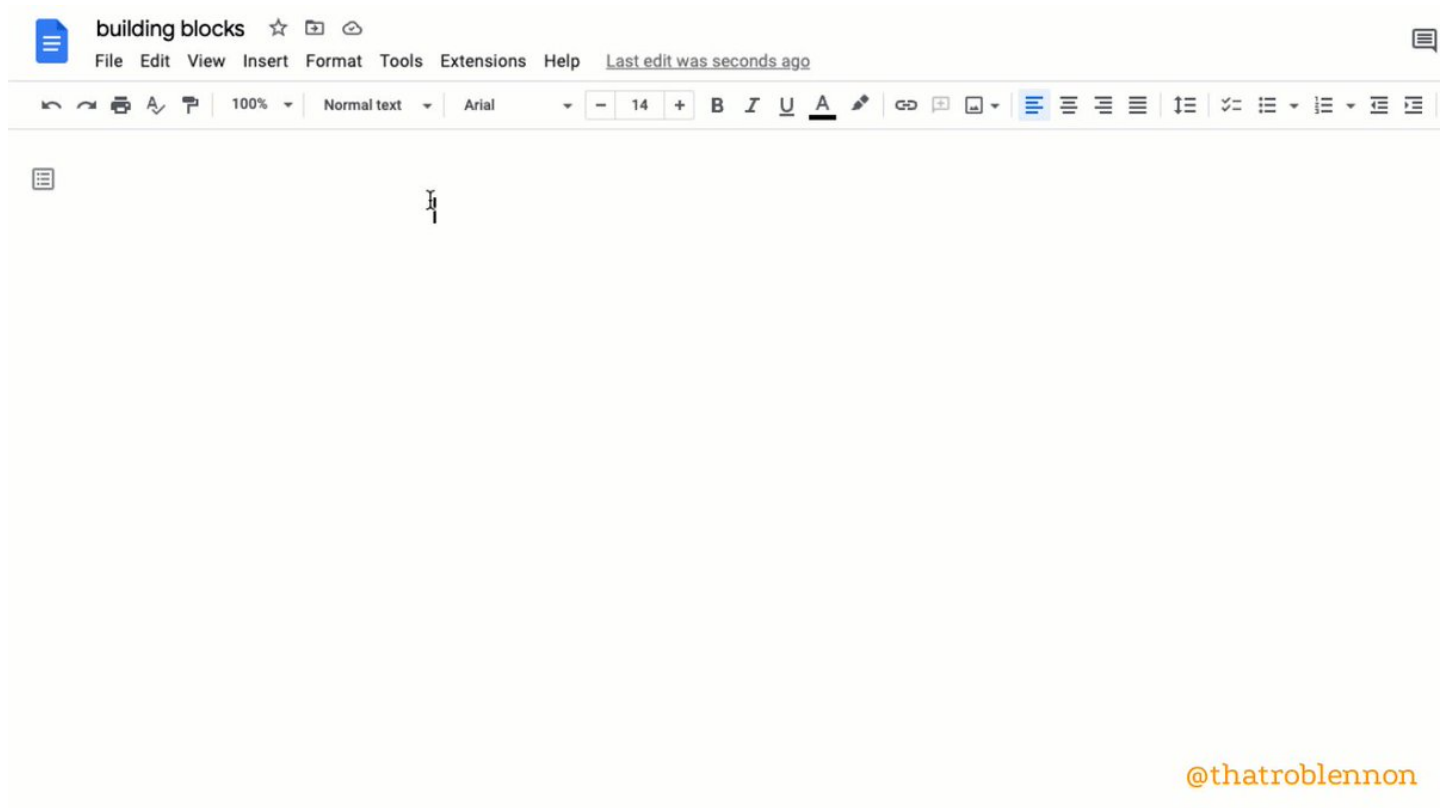


## ■ Building Blocks

Pre-made trackers to quickly add project management to your doc.

Powerful functionality in a ready-made template.

1. Insert >
2. Building Blocks >
3. Choose which pre-set you want

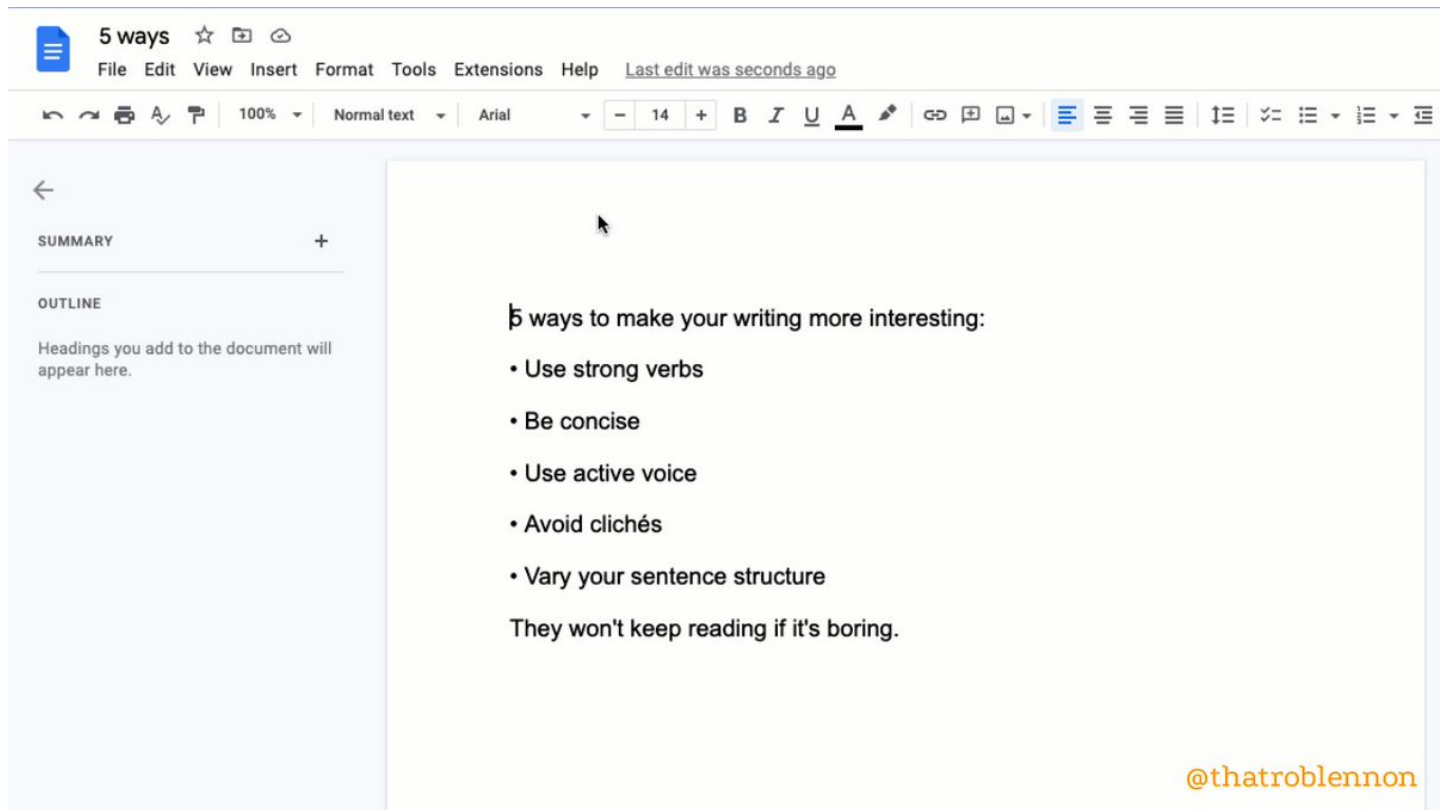


## ■ Watermark

Inlay a semi-transparent image OR text watermark into your doc.

(Must have pages to do this. Can't be using Pageless.)

1. Insert >
2. Click 'Watermark'
3. Choose between image or text watermark

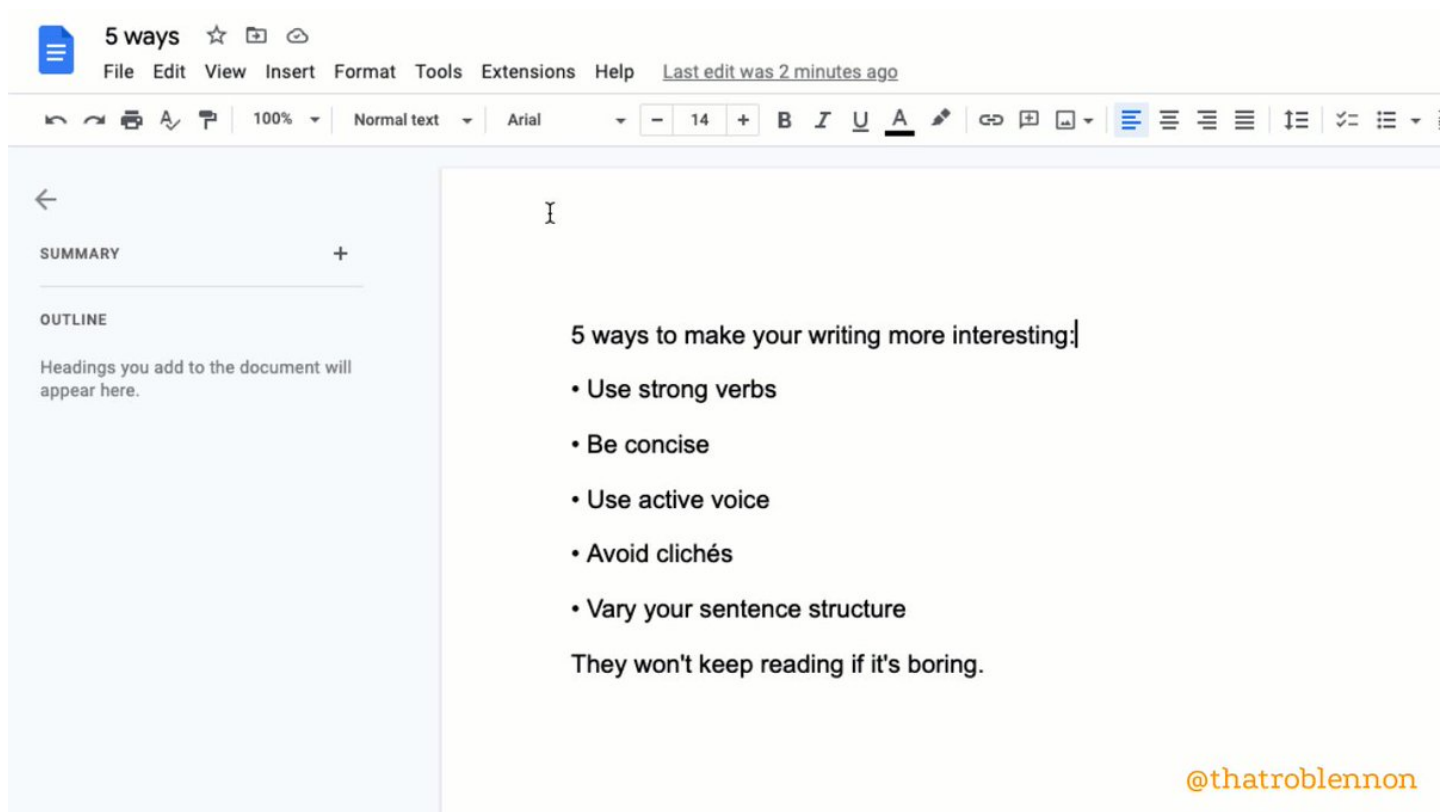


## ■ Compare

See what's different between two docs.

Indispensable when working with freelancers (and others).

1. Tools >
2. Click 'Compare Documents'
3. Navigate to the doc you want to compare
4. Open your brand new comparison doc with suggested changes shown

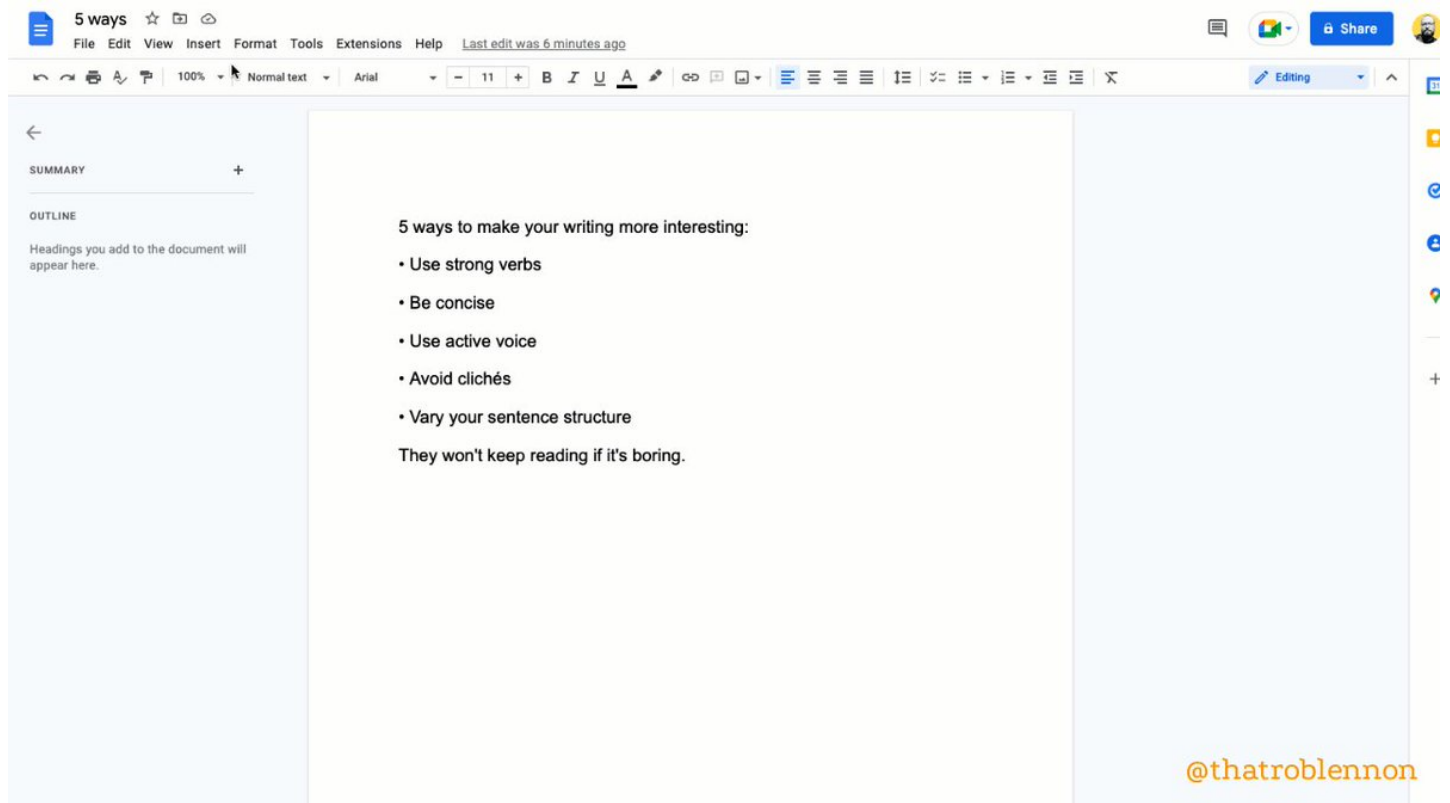


## ■ Bookmark

Create and copy a link to a specific place in a longer doc.

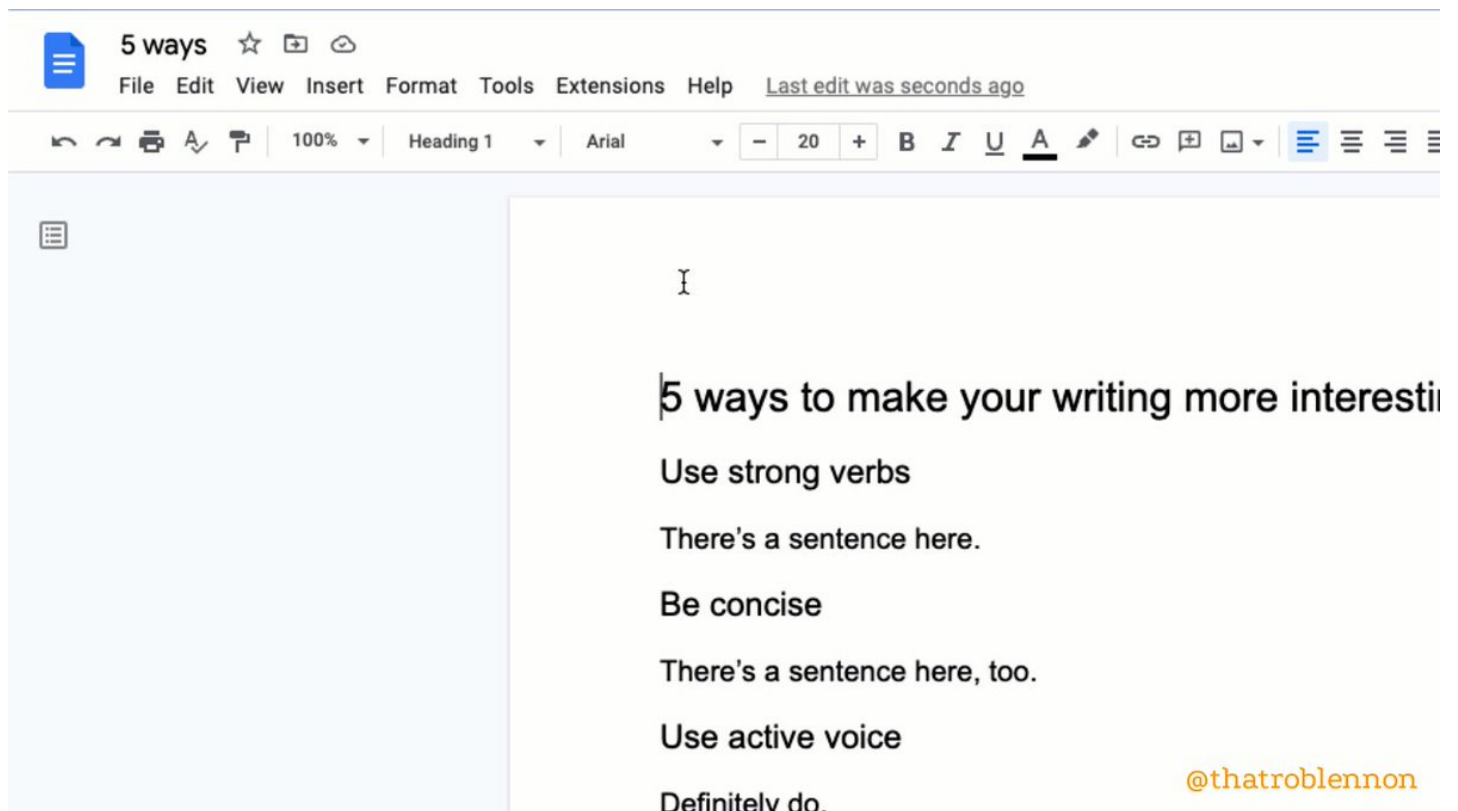
(Not a super new feature, but one I'd never heard of until recently, given how powerful it is.)

1. Insert >
2. Bookmark >
3. Click the copy icon to get the url for the bookmark



## ■ Add Summary to Outline

1. View >
2. 'Show outline'
3. At the top of your outline, click 'Add Summary +'
4. Type and press Enter to save



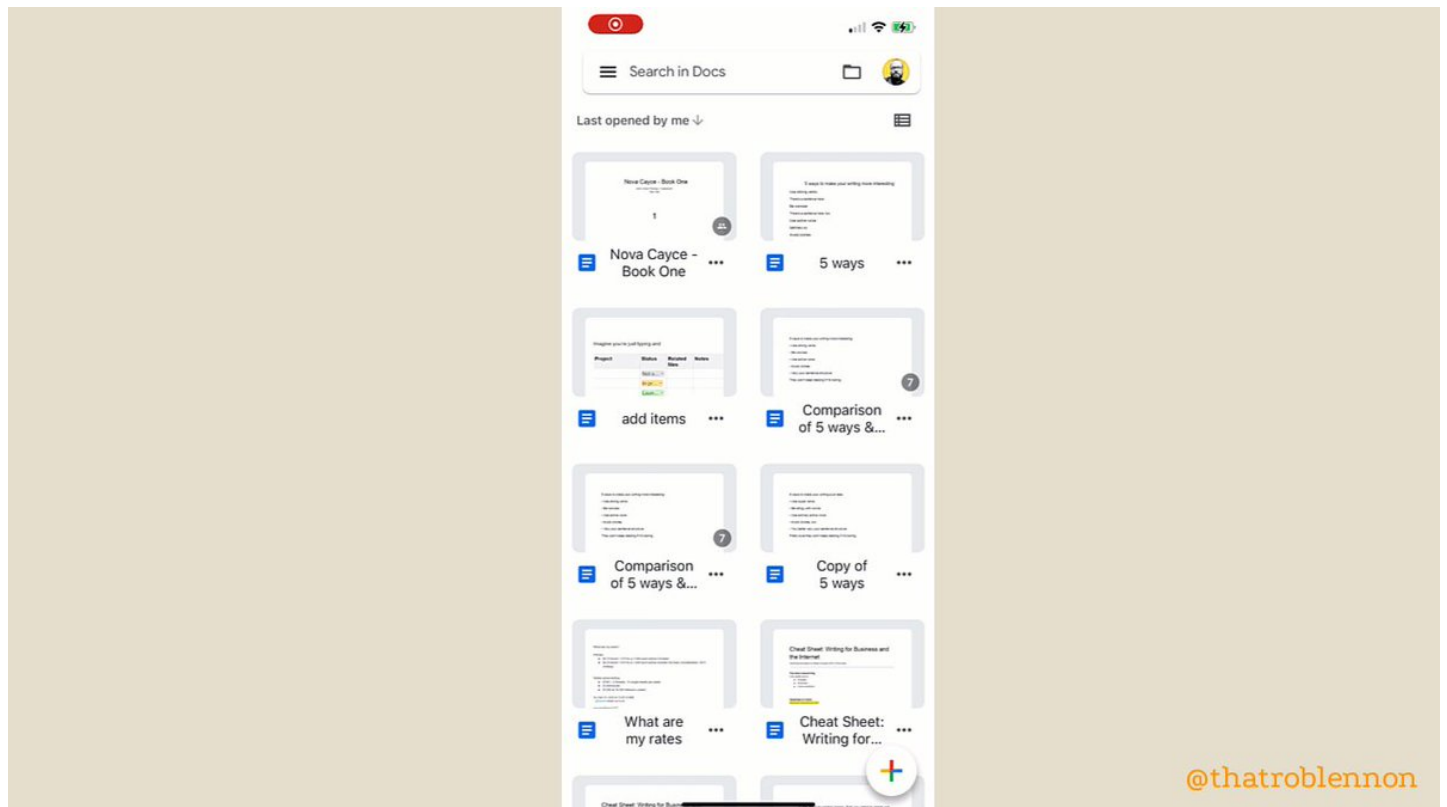


## ■ Dark Theme

iPhone / iPad / Android only.

1. Tap 'Menu'
2. Tap 'Settings'
3. Tap 'Theme'
5. Choose Dark

(To preview without, top More ⋮, 'View in light theme')



## ■ Add items with the @ menu

A quick shortcut to insert almost anything.

By typing @, you can add:

- Smart chips for people, files, and events
- Building blocks
- Dropdowns
- Lists (numbered, bulleted, checklists)
- Images
- Tables
- Charts
- Headings
- Hyperlinks

|



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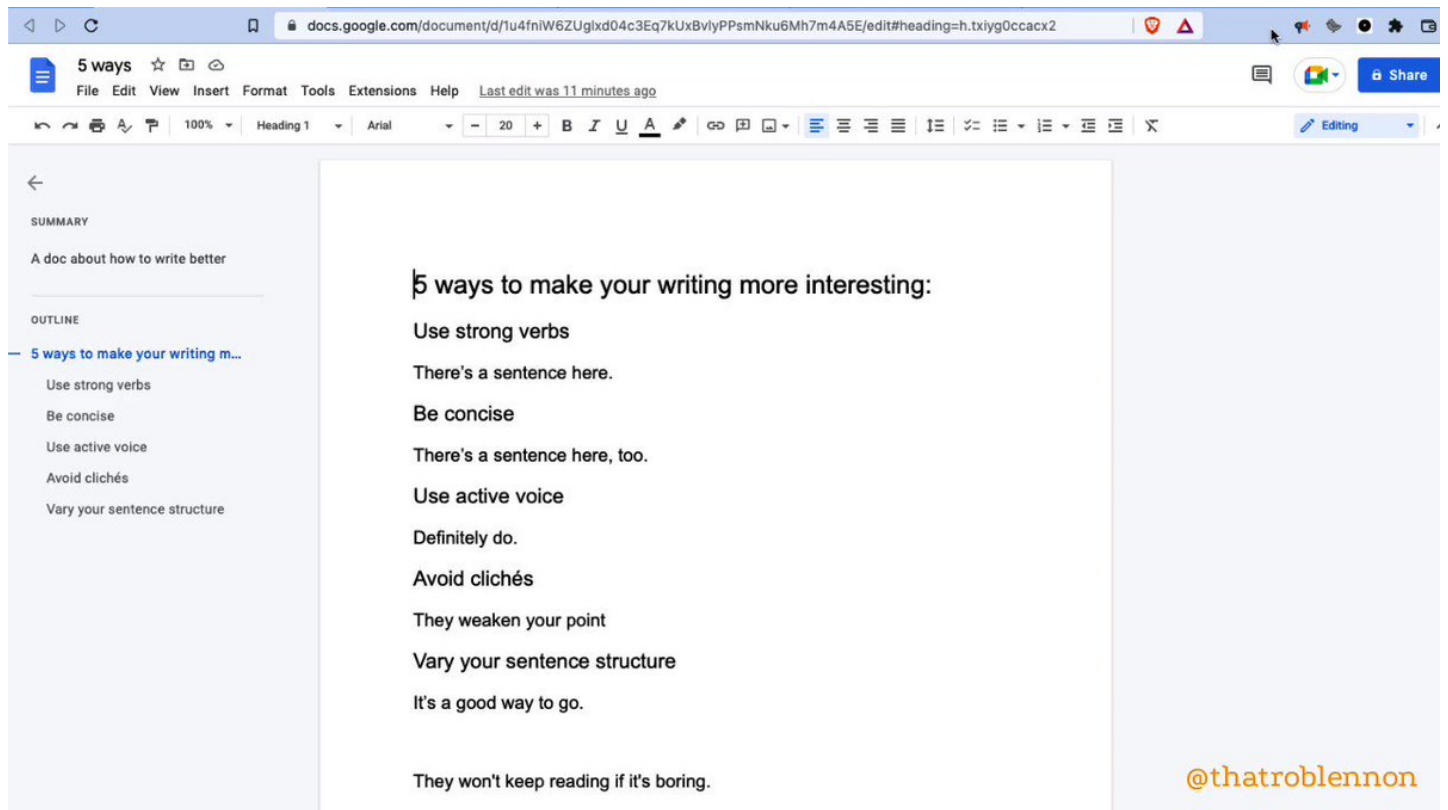
#### ■ BONUS: ReadAloud (Chrome Extension)

Improve your proofreading process through text-to-speech by listening to your words.

Supports high-res voices like Amazon Polly if you have an account.

I use ReadAloud on every important project.

<https://t.co/IZQ5XbsAC3>



10 g-docs features you may have missed:

- Pageless
- Emoji Reaction
- Dropdown
- Building Blocks
- Watermark
- Compare
- Bookmark
- Add Summary
- Dark Theme
- @ menu

and 1 add-on to get:

- ReadAloud (Chrome Extension)

My account exists to make you a better writer, businessperson, and human.

Follow me [@thatroblennon](https://twitter.com/thatroblennon) for more.

Like/Retweet the first tweet below to share these amazing features: <https://t.co/T9Us87jWUR>

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